

## **PART 4**

### **SPECIAL PURCHASING OFFICES**

There are three categories of goods and services which are purchased by special purchasing offices. These are resale merchandise for defense commissary stores, resale merchandise for the military exchange services, and motion pictures and videotape production.

#### **DEFENSE COMMISSARY STORES**

The majority of resale merchandise for defense commissary stores is purchased under brand-name contracts issued by the Defense Personnel Support Center (**DPSC**), Attn: **DPSC-HPCS**, 2800 South 20th Street, Philadelphia, PA 19101-8419, telephone (215) 952-4549. The purchase of other than brand name resale items is handled by the Defense Commissary Agency (**DeCA**).

The DeCA has two centralized buying activities, one for purchasing equipment, supplies, and services and one for all commissary items other than the DPSC brand name items. Along with the two centralized buying activities there are six regional offices. Firms offering items for resale within defense commissaries must market their items at the Regional activity.

##### **East Service Center\***

Defense Commissary Agency  
Building P-1 1200, 38th St. & E Ave.  
Attn: **DeCA/ES-AM**  
Fort Lee, VA 23801-6390  
(804) 734-8520

##### **West Service Center\*\***

Defense Commissary Agency  
Building 3184  
Attn: **DeCA/WS-AM**  
Kelly AFB, TX 78241-6290  
(210) 925-8231 or 3568

##### **Southwest Region**

Defense Commissary Agency  
Attn: **DeCA/SW-AM**  
MCAS El Toro, Building 329  
Santa Ana, CA 92709-5002  
(714) 726-444 or 4539

##### **Midwest Region**

Defense Commissary Agency  
Attn: **DeCA/MW-AM**,  
Kelly AFB, TX 78241-6290  
(210) 925-5924 or 5520

##### **Northeast Region**

Defense Commissary Agency  
Attn: **DeCA/NE-AM**, Building 2257  
Fort Meade, MD 20755-5220  
36112-6722  
(301 ) 677-9095 or 9160

##### **Southern Region**

Defense Commissary Agency  
Attn: **DeCA/SO-AM**  
Maxwell AFB, AL  
  
(205) 953-3136 or 3137

**Northwest Region**

Defense Commissary Agency  
Attn: DeCA/NW-AM, Building 9630  
Fort Lewis, WA 98443-7300  
(206) 967-4560

**Central Region**

Defense Commissary Agency  
Attn: Central Region  
1140 Gator Boulevard  
Norfolk, VA 23521-2228  
(804) 363-3513

\*Centralized buying for Equipment, Supplies, and Services

\*\*Centralized buying for other than Brand-Name Resale items

Individuals seeking assistance may contact the office listed below. This office is available only for the purpose of providing information and guidance and does not let contracts or maintain Solicitation Mailing Lists.

Director of Small & Disadvantaged  
Business Utilization  
Defense Commissary Agency  
Building 11200, 38th St & E Ave.  
Ft Lee, VA 23801-6390

Mr. Crosby Johnson  
(804) 734-8740  
Mr. John Carroll  
(804) 734-8828

**MILITARY EXCHANGE SERVICES**

The categories of merchandise and price limitations on goods sold by military exchange services in the continental United States are established by regulations approved by Congress. These limitations do not apply to overseas exchanges.

The buying offices and procedures for dealing with the exchanges are set forth below,

**ARMY AND AIR FORCE EXCHANGE SERVICE**

To sell to the Army and Air Force Exchange Service a firm must offer its product to the appropriate buyer at the Headquarters or the exchange region office. No merchandise is purchased by individual exchanges. The Headquarters buyers purchase all resale merchandise that is commonly stocked in post and base exchanges in the CONUS, and all resale merchandise of United States origin for overseas exchanges. Merchandise peculiar to single exchange regions is purchased by these four exchange regional offices, each of which has approximately 36 exchanges located in its geographical area.

Central Region  
Army and Air Force Exchange  
Service  
P. O. Box 650454  
Dallas, TX 75265-0455  
(214) 280-7101

Eastern Region  
Army and Air Force Service  
P. O. Box 650455  
Dallas, TX 75265-0454  
(214) 280-7201

Southern Region  
Army and Air Force Exchange  
Exchange **Service**  
P. O. **Box** 65044  
Dallas, TX 75265-0447  
(214) 280-7301

Western Region  
Army and Air Force  
Service  
P. O. **Box** 650429  
Dallas, TX 75265-0429  
(214) 280-7401

## **NAW AND MARINE CORPS EXCHANGE SYSTEMS**

Navy Exchange (Domestic): Most procurement is done by the regional Navy Exchange Service Centers (**NEXCEN**), although some independent exchanges do procure items directly. Exchanges may also receive merchandising and procurement information from the Navy Exchange Service Command (**NEXCOM**) headquarters in Virginia.

Marine Corps Exchanges (Domestic): Marine Corps Exchanges are decentralized operations with each having its own buying staff. Buyers determine if a product or service should be carried based on customer demand, prices, and terms. While most purchases are made at the independent exchange level, in some instances purchase requirements are consolidated at Headquarters for negotiation of a system-wide contract.

## **NAW AND MARINE CORPS EXCHANGE HEADQUARTERS**

Navy Exchange Service Command  
3280 Virginia Beach Blvd.  
Virginia Beach, VA 23452  
(804) 631-3580

Headquarters, U.S. Marine Corps  
Morale, Welfare and Recreation Support Activity (**MWX**)  
Retail Operations Branch  
Building 3044, Cat[*in*] Avenue  
Quantico, VA 22134-5000  
(703) 640-3821

## **NAVY EXCHANGE SERVICE CENTERS**

**NEXCEN Norfolk**  
Navy Exchange Service Center  
Center  
Navy Base, Bldg. CD-1  
Norfolk, VA 23511-6390  
(804) 440-2122

**NEXCEN Jacksonville**  
Box 13  
Center Naval Air Station

**NEXCEN San Diego**  
Navy Exchange Service

Naval Station, Box 150  
San Diego, CA 92136-5150  
(619) 237-5705

**NEXCEN Pearl Harbor**  
Navy Exchange Service  
Pearl Harbor, HI 96860

Jacksonville, FL 32212  
(904) 777-7075

(808) 423-7688

## INDEPENDENT NAVY AND MARINE CORPS EXCHANGES

### ARIZONA

Marine Corps Exchange  
Marine Corps Air Station  
**Box 99115**, Bldg. 693  
Yuma, AZ 85369-5003  
Phone: (602) 341-2295

### CALIFORNIA

Marine Corps Exchange  
Marine Corps Logistic Base  
**Box 110-640**, Bldg. 319  
Barstow, CA 92311-5003  
Phone: (61 9) 577-6474

Marine Corps Exchange  
Marine Corps Base  
**Box 5020**, Bldg. 1108  
Camp Pendleton, CA 92055-5003  
Phone: (61 9) 725-6233

Marine Corps Exchange  
MC Air Bases West  
**PO Box 5010**, Bldg. 783  
El Toro, CA 92630  
Phone: (714) 551-6497

Marine Corps Exchange  
Marine Corps Recruit **Dept./WRR**  
3800 Chosin Avenue  
San Diego, CA 92140-5196  
Phone: (619) 297-2500

Marine Corps Exchange  
Marine Corps Air Ground  
Combat Center  
**Box 788150**, Bldg. 1533  
Twentynine Palms, CA 92278-5003  
Phone: (61 9) 368-6163

### FLORIDA

Navy Exchange  
Naval Air Station  
Pensacola, FL 32508  
Phone (904) 455-0392

### NORTH CAROLINA

Marine Corps Exchange  
Marine Corps Base  
Camp Lejeune, NC 28542-5003  
Phone: (919) 451-2481

Marine Corps Exchange  
Marine Corps Air Station  
PSC 8009, Bldg. 3918  
Cherry Point, NC 29533-5003  
Phone: (91 9) 447-7041

### SOUTH CAROLINA

Marine Corps Exchange  
Marine Corps Air Station  
**PO Box 55018**, Bldg. 408  
Beaufort, SC 29904-5018  
Phone: (803) 522-7578

Marine Corps Exchange  
Marine Corps Recruit Depot  
**PO Box 5100**, Bldg. 202  
Parris Island, SC 29905-5003  
Phone: (803) 525-5003

### TENNESSEE

Navy Exchange  
Naval Air Station, Memphis  
**Millington**, TN 38054  
Phone: (901) 872-7716

### TEXAS

Navy Exchange  
Naval Air Station  
Dallas, TX 75211  
Phone: (214) 266-6411

Navy Exchange  
Naval Air Station  
Corpus Christi, TX 78419  
Phone: (512) 939-2033

### VIRGINIA

Marine Corps Exchange  
Headquarters Battalion



## GEORGIA

Marine Corps Exchange  
Marine Corps Logistics Base  
Box 43058, Bldg. 7500  
Albany, GA 31704-5003  
Phone: (912) 888-6801

## HAWAII

Marine Corps Exchange  
Marine Corps Air Station  
Kaneohe Bay, HI 96863-5003  
Phone: (808) 254-1022

## ILLINOIS

Navy Exchange  
Great Lakes Training Center  
Great Lakes, IL 60088-5129

PO Box 4009  
Arlington, VA 2204-4009  
Phone: (703) 979-8420

Marine Corps Exchange  
US Marine Corps Forces Atlantic  
Camp Elmore  
1468 Ingram Street  
Norfolk, VA 23551-5003  
Phone: (804) 423-5819

Marine Corps Exchange  
Marine Corps Combat Development  
PO Box 229, Bldg. 3500  
Quantico, VA 22134-5009  
Phone: (703) 640-8800

## **COMPUTER SYSTEMS**

### **Activities Involved in Procurement of ADPE, Software, Maintenance and Services**

Department of the Army  
U.S. Army Information System Selection  
and Acquisition Agency  
Hoffman I Bldg., Attn: ISSA-PP  
2461 Eisenhower Ave.  
Alexandria, VA 22331-0700  
Tel: (703) 325-5779

Department of the Army  
Defense Supply Service-Washington  
5200 Army Pentagon  
Washington, DC 20310-5210  
Tel: (703) 697-6024

U.S. Army Information Systems Command  
AITN: AS-AS-PC  
fort Huachuca, AZ 85613-5000  
Tel: (602) 538-7870

Electronic System Division  
275 Randolph Road  
Hanscom AFB, MA 01731-5000  
Tel: (617) 377-4973

**SSC/PK**  
375 Libby Street  
Maxwell AFB  
Gunter Annex, AL 36114-3207  
Tel: (205) 416-5323

Defense Logistics Agency  
Office of Contracting Division  
Attn: Deputy for Small Business (**DASC-CRP**)  
Cameron Station, Bldg. 6, Room 6-149  
Alexandria, VA 22304-6100  
Tel: (703) 274-4200

Department of the Navy  
Information & Technology  
Acquisition Center  
Code 00B2A, Bldg. 176-3  
Washington Navy Yard  
Washington, DC 20374-5070  
Tel: (202) 433-4968

Naval Regional Contracting Center  
Long Beach Detachment  
Code, OB, Bldg. 53, 2nd Floor  
Long Beach, CA 90822-5095  
Tel: (31 O) 901-3794

Naval Regional Contracting Center  
Washington Navy Yard, Building 200  
901 M Street S. E., Code 01  
Washington, DC 20374-2000  
Tel: (202) 433-2957

Naval Regional Contracting Center  
Code 09B  
Naval Shipyard, Bldg. 600  
Philadelphia, PA 19112-5082  
Tel: 215 (897-5405





## **MOTION PICTURE AND VIDEOTAPE PRODUCTIONS**

Motion picture and videotape productions are purchased only from qualified producers. To obtain an application form for acceptance on the Qualified Film Producers List or the Qualified Videotape Producers List, contact the Federal Audiovisual Contract Management Office (**FACMO**), 601 North Fairfax Street, Room 326, Alexandria, Virginia 22314-2007, telephone (703) 274-4876. **FACMO** serves as executive agent for all Federal agencies, including the Department of Defense. To become qualified, producers submit sample films or videotapes to a review board. Ultimately, contracts are placed by authorized procurement offices of the Army, Navy and Air Force. In order for a producer to receive a contract from an authorized procurement office, the producer must first be approved for the appropriate qualified list.

Note that audiovisual services such as processing or graphics, and audiovisual equipment are purchased by the requiring post, camp, station, or installation.

Authorized Military Service procurement offices are:

### **Army**

U.S. Army Visual Information Center  
Joint Visual Information Activity  
601 N. Fairfax Street, Room 334  
Alexandria, VA 22314-2007  
(703) 274-4879

### **Navy and Marine Corps**

Navy Imaging Command  
Anacostia Naval Station  
Production Contracting Department  
Building 168  
Washington, DC 20374-1681  
(202) 433-5775